# Working Agreement

**Rename this file:** For example: **working-agreement-for-team-XXX.docx**. Do NOT leave the word “template” in the file name, because it will be your actual working agreement. Use the file naming convention so that people in your team are creating files that are easy to recognize (whether they belong to your project or not).

**Name of your team:** (Should match the records kept by Viesturs Sosars).

**Description:** (Brief description of the product you will be delivering - this may change and this may point to an external resource e.g. your “Business case”)

**Change management:**

|  |  |  |
| --- | --- | --- |
| Date | Description of the change | **Changed by** |
| YYYY-MM-DD | Initial draft | [Name of some team member who edited this version] |
|  | [Some reason, why you updated the Working Agreement] |  |

**Questions that are Common for all Teams:**

**Question 1:** Where you will learn about the statuses from other people in your team.

[Paste your answer here. Status communication can happen via different channels - they can be in-person meetings, teleconferences, posting answers to Slack or other forums, etc. In Agile methodology learning what other team members are doing, what they have completed, what they are trying to do next, what are their perceived obstacles, what assistance they may need - is called “Daily Standup Meetings”. It comes from an early software-development practice, where some programmers working on the same task met around a water cooler or a whiteboard and discussed their matters in a few minutes while standing - so that the meeting will finish sooner. Modern teams may have “standups” that are completely remote - for example, if they work from different locations.]

**Question 2:** Where you will keep project files and deliverables.

[Paste your answer here. Project files are the files that directly build up your IT product or service: software source code, database content, Web pages or other media content.   
On the other hand, deliverables are various human-oriented documents about your product or service: Project plans, issue lists, the current “Working Agreement”, presentations and knowledge-transfers. You may use the same storage site for both, or you may keep them separately - depending on your processes and preferences.]

**Question 3:** Where is the “backlog” - the list of things you still need to do for your project.

[Paste your answer here. Backlog is a typical internal planning document. Just decide, where it should be stored and initialize it with some tasks. Do not go too deep into planning BEFORE you have met actual customers and other stakeholders and have only a vague idea about the product. On the other hand, “interview questions” - information to elicit from your prospective customers might be on your backlog even at the very beginning.]

**Question 4:** How do you keep track on who is responsible for which task.

[Paste your answer here. Delegation and some project management is needed for every project - even if you use Agile method, there is still place for some “Gantt charts” or other task scheduling and prioritizing. You need to agree on a solution, which could be anything - starting from a “whiteboard” in some office room - if you happen to have one; all the way up to a fancy project management software.]

**Question 5:** Where do you keep the “latest and greatest” version of your prototype, in case an instructor or a customer wants to see it.  
[Paste your answer here. This is similar to the “project files”, but the product release is a special project file - it summarizes all the information you need in order to set up your solution. Agile methodology states that you should have “something tangible” even at very early stages of your project. You should build your project all the time - this is called “continuous integration”.]

## Additional Guidelines

[List answers to any other important questions that you may need to agree upon before you start working as a team. You can look at this list - <https://blog.crisp.se/2012/12/06/jimmyjanlen/what-questions-does-your-working-agreement-answer> as an inspiration]

## Appendix A: Gaps in Technical Skills

[List the skills you expect will be needed in your project (in particular, pay attention to the skills that are currently insufficient. List, how many people will need to learn this skill. No need to learn this stuff yet, just list the skills (provide a short label and define each skill in a single sentence - just as you would do in a Job Advertisement.  
There is some cost-benefit calculus involved - if you can learn a new skill in 45 minutes and it is essential for your project, go for it. If your project needs some technical skill that takes long to learn, consider some alternatives - as this course is more about project management (rather than how to become accomplished expert in some technical area).]

## Appendix B: Communication Tools and Channels

[Specify a tool or a list of tools for remote work and remote team communication: (A) For internal communication; (B) For orderly communication with the customers and other stakeholders in Bauska - i.e. external people.]